

**CONSTITUTION OF
Santa Barbara City College Chapter No. 289, CSEA
Revised June 15, 2023**

This Constitution is the local operating document for this Chapter as formulated under Article III, Section 8 of the Association Constitution.

Where used throughout this document, "Association" means the California School Employees Association, the statewide governing body for this organization; "organization" and "Chapter" are interchangeable and mean Santa Barbara City College Chapter No. 289, CSEA

APPROVED

California School Employees Association

Date: August 25, 2023

By: *Deana M. Craig*, Executive Coordinator

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ARTICLE I
Name and Objects

Section 1. Name: The name of this organization shall be Santa Barbara City College Chapter No. 289 of the California School Employees Association.

Section 2. Objects: The objects of this organization shall be to promote the good and welfare of the members of this organization under the available labor relations system, and to secure for them reasonable hours, fair wages and improved working conditions; to establish a spirit of cooperation, good faith and fair dealings with the employer; to safeguard, advance and promote the principle of free collective bargaining in a democratic society; to promote such legislation as may be in the best interests of the members of this organization; to promote the efficiency and raise the standards of service of its members and other public service workers; to instill confidence, good will and understanding among the members and their employers; to promote the economic and social welfare of the members of the Association through unity of action and mutual cooperation.

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ARTICLE II
Membership

Section 1. Membership in this Chapter shall be as follows:

(a) **Active:** "Active" membership, which carries with it the privilege of full participation in Chapter activities, including the right to vote and to hold elected or appointed offices, shall be extended to any person employed in a bargaining unit represented by this Chapter, without regard to race, creed, color, national origin, sex, age, sexual orientation or political belief. Active membership status shall cease at such time as the member becomes eligible for any other category of membership defined herein, except as follows:

(1) Active members who are laid off may continue in Active status until expiration of their 39-month reemployment period or until reemployed, whichever comes first, upon continued payment of the established dues in effect at the time of layoff.

(2) Active members who are appealing an involuntary termination action by the employer may continue in Active status until the appeal(s) process has been terminated and the status of their employment has been finally decided, upon continued payment of the established dues in effect at the time of the involuntary termination.

(3) Nothing herein shall be construed to require continued Active status of members under paragraphs (1) and (2) above for the purpose of continued CSEA representation regarding their employment/reemployment rights. However, retention of Active status shall be required for such employees to continue to be eligible to hold appointed or elective offices within the Association and Chapter and to have voice and vote and otherwise participate in Chapter and Association affairs.

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1 (4) Active members of this Chapter must also be Active members of
2 the Association as defined in the Association's Constitution.
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4 (b) **Inactive:** Any Active member of this Chapter who (1) is granted an unpaid
5 leave of absence by the employer, or (2) is placed on a reemployment list for reasons
6 other than layoff and is not otherwise in a paid status with the employer, or (3) is laid off
7 and elects not to continue as an Active member under provisions of paragraph (a)(1)
8 above, may continue membership in an "Inactive" status. Such status may be
9 maintained until expiration of the approved leave of absence or reemployment list, or
10 until returned to paid employment status in an eligible position [as defined by paragraph
11 (a) above], whichever occurs first. Such status requires continued payment of dues at
12 half (1/2) the rate required of them as an Active member at the time the leave or
13 placement on the reemployment list occurred. Such dues shall be paid annually in
14 advance, or for the number of months of the approved leave if less than one (1) year.
15 Such members shall be eligible to continue to receive such membership benefits as are
16 generally made available to the Active membership, unless specifically excluded by
17 contract. They shall not, however, be accorded voice or vote in Chapter or Association
18 affairs.
19

20 (c) **Lifetime Retired:** Any person who was a member of the Chapter at the
21 time of retirement may become a "Lifetime Retired" member of this Chapter upon
22 payment of a one-time fee of \$10. Such members shall be permitted to attend Chapter
23 meetings and social functions and to receive the Chapter newsletter as long as they live
24 in the local area. They shall not otherwise be accorded voice, vote or other participation
25 in Chapter affairs.
26

27 (d) **Active Retired:** Any person who was a member of the Chapter at the
28 time of retirement and who also maintains a retired membership in good standing with
29 the Association may continue as an Active member of this Chapter upon payment of the
30 regular Chapter dues required of Active members. Such dues shall be paid annually in
31 advance or monthly in advance direct to the Chapter Treasurer. Such members shall
32 be entitled to continued full participation in Chapter affairs, including the right to hold
33 appointive or elective offices and the right to vote, with the exception of the right to vote
34 in contract ratification and concerted activities matters.
35

36 Should such member cease to be a retired member in good standing of the
37 Association, the Chapter membership shall automatically terminate.
38

39 **Section 2.** Active membership shall be effective upon the completion, dating,
40 and signing of an official CSEA application form as provided by the Association, and
41 execution of a valid authorization for payroll deduction of dues or payment of at least
42 one (1) year's dues in advance. The application shall be immediately forwarded,
43 together with advance dues received if any, to the Association. The Association shall
44 send payroll deduction authorizations to the appropriate district office.
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1 **Section 3. Membership "In Good Standing"**
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3 (a) Membership "in good standing" shall be effective and shall continue upon
4 receipt of the required dues for the current month. For purposes of establishing voting
5 rights and eligibility to hold an elected or appointed office, Active members whose dues
6 are paid via payroll deduction shall not be deemed to be in good standing until the first
7 of the month following the month in which the first dues are deducted, unless the
8 member pays dues in cash for the interim period.
9

10 (b) Membership shall terminate with:

11 (1) The effective date of layoff for members who are laid off and who
12 choose not to continue in either an Active or Inactive status under provisions of Sections
13 1(a)(1) or 1(b) above.
14

15 (2) The effective date of an unpaid leave of absence or placement on a
16 reemployment list for reasons other than layoff, for such members who choose not to
17 continue in an Inactive status under provisions of Section 1(b) above.
18

19 (3) The date of termination of their 39-month reemployment rights or
20 approved leave of absence for members who have continued in an Active or Inactive
21 status, if such members have not been returned to active employment.
22

23 (4) The date of execution of a document terminating payroll deduction
24 of dues, unless arrangements have been made with the Chapter Treasurer for advance
25 cash payment. However, the dues authorization signed by a member is a contract which
26 by law is not terminable without reasonable advance written notice being provided to the
27 appropriate CSEA Field Office. CSEA views the minimum notice that is reasonable as
28 being ten (10) working days.
29

30 (5) The effective date of removal from the bargaining unit, or voluntary
31 termination of employment.
32

33 (6) The effective date of involuntary termination of employment, unless
34 the member is eligible to continue and elects to retain Active status as permitted under
35 provisions of Section 1(a)(2) above.
36

37 (7) Actions pursuant to Sections 4 or 5 below.
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41 **Section 4. Delinquency & Resignation:**
42

43 (a) Members who no longer wish to retain that status may resign CSEA
44 membership by providing a ten (10) working day advance written notification to the
45 Area's assigned CSEA Field Office. Such notification must include the member's name,
46 address, employer's name or Chapter name, the last four (4) digits of their social
47 security number, and CSEA ID or Employee ID number.
48
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1 (b) Any member failing to pay all dues owed for sixty (60) days shall be
2 deemed delinquent and shall not be considered to be in good standing until such
3 delinquency has been remitted.

4
5 (c) Members who have resigned shall, upon reapplication, be admitted as
6 new members.

7
8 **Section 5. Expulsion, Suspension, Discipline:**

9
10 (a) No member may be involuntarily removed from the membership rolls
11 except as provided for in Sections 3 and 4 above, or in accordance with the procedures
12 for expulsion, suspension and discipline of members as specified in the Association
13 Constitution.

14
15 (b) All matters for proposed disciplinary action against members shall be
16 referred to the Association for action, except that members may be recalled from office
17 in accordance with provisions of Article XI of this Constitution.

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20 **ARTICLE III**
21 **Dues and Assessments**

22
23 **Section 1. Association Per Capita Dues**

24
25 (a) Per capita dues to the Association for Active members shall be assessed
26 at the rate of 1.5% of the first \$3,150 of monthly gross salary (*excluding overtime*, but
27 *including* longevity, professional growth and anniversary increments), but not to exceed
28 a maximum of \$472.50 for the 12-month period commencing each September 1st and
29 continuing through the following August 31st. Said dues shall be payable by payroll
30 deduction or annually in advance direct to the Association.

31
32 (1) Payroll deduction shall commence in September of each year and
33 continue through the following August for each month the member is in a paid status, or
34 until the maximum of \$472.50 has been deducted, whichever comes first.

35
36 (2) Annual in advance payments must be remitted direct to the
37 Association's accounting office no later than September 30, or within thirty (30) days
38 following membership application for new members after September. Such annual
39 payments shall be as calculated by the Association's Accounting Office in accordance
40 with the Association's Bylaws.

41
42 **Section 2. Chapter Dues.** Local Chapter dues for Active members of this
43 Chapter shall be \$20 per year, payable by payroll deduction during each of the months
44 September through June in which the member is in regular paid status; or payable
45 annually in advance to the Chapter Treasurer.

46
47 **Section 3.** The local Chapter dues plus the Association per capita dues equals
48 the member's total dues requirement.

1 **Section 4. Assessments:** No assessments shall be levied in this Chapter
2 other than those approved by three-fourths (3/4) of the Chapter membership present
3 and voting on the question by secret ballot, provided that each member has been
4 notified in writing at least ten (10) days in advance of the nature of the proposal and the
5 time, date and place where the matter will be voted on.
6

7 **Section 5. Fund Solicitation:** No funds shall be solicited in the name of the
8 Chapter without authorization of the Executive Board. All funds collected (together with
9 an accounting of source) shall be delivered to the Chapter Treasurer within five (5)
10 working days of receipt, for deposit in the Chapter's account.
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13 **ARTICLE IV**
14 **Officers & Executive Board/Election Procedures**
15

16 **Section 1. Officers:** The following officers shall be elected by and from
17 among the total Active membership of the Chapter, regardless of the location of their
18 employment: President, Vice President, Secretary, Treasurer, Communications Officer,
19 Chief Union Steward, Site Representative Coordinator.
20

21 **Section 2. Executive Board:** The elected officers designated in Section 1,
22 plus the Junior Past President, shall constitute the Executive Board of this Chapter.
23

24 **Section 3. Eligibility to Hold Office:** The Chapter President shall be elected
25 from among the Active members in good standing of the Chapter who have maintained
26 such membership continuously for a period of twelve (12) consecutive calendar months
27 immediately preceding the month in which they are nominated. All other Officers shall
28 be elected from among the Active members in good standing of the Chapter who have
29 maintained such membership continuously for a period of six (6) consecutive calendar
30 months immediately preceding the month in which they are nominated.
31

32 (a) Nominees for elected office shall be Active members of the Chapter in
33 good standing at the time of nomination and can only accept nomination for one (1)
34 Executive Board office.
35

36 **Section 4. Nominating and Election Procedures:**
37

38 (a) A Nominating Committee appointed as hereinafter provided shall provide
39 its nominations to fill the elective offices listed in Section 1, which shall be submitted
40 annually at the October Chapter meeting.
41

42 (b) Nominations for these offices shall be accepted from the floor at the
43 October and November Chapter meetings.
44

45 (c) If, after nominations are closed at the November Chapter meeting there is
46 only one (1) nomination for an office, the single nominee shall be declared elected to
47 the office, and no balloting or other action shall be required. The Chapter President
48 shall so notify the membership in writing as soon thereafter as possible.
49

1 (d) When there is more than one (1) nominee for an office, the Elections
2 Committee, as selected pursuant to Article VIII of the constitution, shall oversee the
3 election process and retrieve the results of the online balloting. All procedural matters
4 relating to the online balloting process and tally shall be conducted in accordance with
5 Association Policy 618.
6

7 (1) The Elections Committee shall request an online ballot from the
8 CSEA Executive Department. Upon verification that the online ballot is available, the
9 Elections Committee shall prepare an election notice. Each notice shall include the
10 appropriate information needed to cast an online ballot, such as the dates of balloting,
11 instructions on how to access the online ballot via the internet, the member's
12 identification and password code.
13

14 (e) The Chapter President shall set the dates for online balloting, which shall
15 begin no sooner than December 1. The online balloting shall be available on the same
16 day the election notice is mailed and shall remain open until the date set to close.
17

18 (f) The election notice shall be sent at least five (5) working days in advance
19 of the date set for online balloting to close. Notice must be mailed via U.S. First Class
20 mail to each CSEA member in good standing who is eligible to vote in the election at the
21 last known home address, except that notice may be e-mailed to such members who
22 have an e-mail address on file with the chapter.
23

24 (g) The Chapter President shall provide advance notice to all candidates so
25 that they or their representative may be present to observe the entire balloting process,
26 including the preparation and distribution of the online election notices.
27

28 (h) It shall require a plurality vote to elect. If a tie exists, the election shall be
29 determined by lot (draw) between the tied candidates. Write-in votes shall not be
30 accepted. The official ballot tally shall be provided in writing to all candidates and
31 notices posted accessible to all Chapter members within five (5) working days and shall
32 be announced at the next following Chapter meeting at which the presiding officer shall
33 officially declare the winning candidates or announce such other action as may be
34 necessary.
35

36 (i) All election documents, including notices of nomination and election
37 procedures, shall be retained by the Chapter Secretary for one (1) year, or until any and
38 all challenges to the election or charges of misconduct in running the election have
39 been resolved, whichever is the longer period.
40

41 **Section 5. Terms of Office:** Elected officers shall take office and assume
42 their duties on the January 1 following their election and shall continue to serve for one
43 (1) year or until their successors are elected, provided that any officer shall
44 automatically forfeit such office if they cease to be an Active member in good standing.
45

46 **Section 6. Installation:** Installation of officers shall be held no later than
47 January 31.
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Section 7. Vacancies:

(a) A vacancy in the office of President shall be filled by the Vice President.

(b) For vacancies in any other elected office, the Executive Board shall submit its recommendation to fill the office in writing to the Chapter membership at least five (5) working days in advance of a designated Chapter meeting. Nominations from the floor shall also be accepted at said meeting. If there are no nominations from the floor, the Executive Board's candidate shall be declared elected. If nominations from the floor are made, a secret ballot election shall be conducted as soon as practicable following the online balloting procedure set forth in Section 4 above.

**ARTICLE V
Authority of Executive Board/Duties of Officers**

Section 1. Executive Board: The Executive Board shall have general supervision of the affairs of the Chapter between the general membership meetings. It shall transact the routine business of the Chapter as authorized and required herein, prioritize and determine recommendations on matters requiring discussion and action by the general membership, and perform such other duties as are specified in this constitution. The Board shall be subject to the orders of the Chapter membership, and none of its actions shall conflict with actions taken by the Chapter membership.

A report on all actions taken by the Executive Board shall be made to the membership at the next regular or special Chapter meeting, with such actions subject to membership ratification if appropriate.

Minutes of Chapter and Executive Board meetings shall be kept on file for at least five (5) years. Chapter financial records shall be kept on file for at least five (5) years.

The Executive Board shall meet at the call of the President or at such times and places designated by it; the President shall call a special meeting upon the written request of a majority of the Board.

A majority of the members of the Executive Board shall constitute a quorum.

Section 2. Duties of Officers, General: Upon separation from office, an officer shall immediately turn over to the successor or other properly designated CSEA official all books, records, money and other effects of the Chapter in the possession of the separating officer.

If the Continuing Education Division is not represented among the elected officers of the Chapter, the President shall appoint one (1) member of the Executive Board to be the liaison to Continuing Education.

1 **Section 3. President:** The President shall:

2
3 (a) Be chairperson of the Executive Board, call and preside over all meetings
4 of the chapter and Executive Board at which the President is in attendance.

5
6 (b) Fix the time and place of meetings except as otherwise directed by the
7 membership.

8
9 (c) Set the agenda for Chapter meetings, as noted in Article VI.

10
11 (d) Appoint and direct the activities of the various committees, standing or
12 special, required by this constitution or established by the Executive Board, or as may
13 be ordered by vote of the membership, except as otherwise provided herein.

14
15 (e) Attend all regional presidents' meetings (RPMs) and such other meetings
16 as required by the Association or direction of the Chapter, and report back to the
17 Executive Board and Chapter membership at the next Chapter meeting, with
18 recommendations for Chapter action or as otherwise required.

19
20 (f) Serve as a member of the Membership Committee, and promote and
21 participate in membership recruitment activity to build the union.

22
23 (g) Perform such other duties as normally pertain to the office of President or
24 ordered by this constitution.

25
26 **Section 4. Vice President:** The Vice President shall:

27
28 (a) In the absence or disability of the President, possess all of the powers and
29 perform all of the duties of the President.

30
31 (b) At all times assist the President in the performance of their duties.

32
33 (c) Assume the office of President if a vacancy occurs.

34
35 (d) Serve as Chairperson of the Membership Committee, and promote and
36 participate in membership recruitment activity to build the union.

37
38 (e) Coordinate the activities of the standing committees.

39
40 (f) Perform such other duties as may be assigned by the President/Executive
41 Board or ordered by this constitution.

42
43 **Section 5. Secretary:** The Secretary shall:

44
45 (a) Keep an accurate record of all proceedings of Chapter and Executive
46 Board meetings, including an accurate roll of members and officers in attendance at
47 each.

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1 (b) Keep an accurate roster of the officers of the Chapter and see that such
2 information is forwarded to the Association as required.

3
4 (c) Issue notices of all meetings of the Executive Board and Chapter
5 meetings, which shall include notice of matters for discussion at same.

6
7 (d) Notify members of all committees of their appointment/election.

8
9 (e) Have custody of all correspondence, official documents and historical
10 records of the Chapter, which shall be open at all times for the inspection of the
11 President or agent and members of the Executive Board.

12
13 (f) Maintain up-to-date copies of the Constitution & Bylaws and Policy of the
14 Association and the constitution of this Chapter and see that copies of same are
15 available for reference at all Executive Board and Chapter meetings, and available for
16 inspection by the general membership upon request.

17
18 (g) Serve as a member of the Membership Committee, and promote and
19 participate in membership recruitment activity to build the union.

20
21 (h) Perform such other duties as normally pertain to the office of Secretary or
22 as may be assigned by the President/Executive Board or ordered by this constitution.

23
24 **Section 6. Treasurer:** The Treasurer shall:

25
26 (a) Receive all funds of the Chapter and keep and disburse same under the
27 direction of the President and as required by the Constitution & Bylaws of the
28 Association and this Chapter.

29
30 (b) Keep or cause to be kept regular books and full accounts which shall be
31 open at all times to inspection of the President, their agent and the Auditing Committee.

32
33 (c) Provide access to all records, vouchers and statements to the Auditing
34 Committee for annual inspection at the close of each fiscal year.

35
36 (d) Report at each meeting of the Executive Board and Chapter as to the
37 financial condition of the treasury with a detailed statement of receipts and expenditures
38 and accounts payable, to include per capita dues/fees paid and owed to the Association
39 if any. The report to the Executive Board should also include copies of the bank
40 statement(s)/reconciliation(s).

41
42 (e) Prepare the annual financial report to include the last day of the fiscal
43 year, and immediately submit same to the President for review and forwarding to the
44 Association, and the membership.

45
46 (f) Promptly forward membership applications and dues payments to the
47 Association. The Association shall send payroll deduction authorizations to the
48 appropriate district office for processing.

1 (g) Maintain an accurate record of members in good standing, and prepare
2 such monthly reports and remittances as may be required by the Association and
3 promptly forward to CSEA Headquarters within thirty (30) days of request.

4
5 (h) Assist in preparation of the Chapter budget.

6
7 (i) Upon leaving office, sign such bank signature cards or other documents
8 necessary for the transfer of all Chapter accounts to the new Treasurer.

9
10 (j) Serve as a member of the Membership Committee, and promote and
11 participate in membership recruitment activity to build the union.

12
13 (k) Perform such other duties as normally pertain to the office of Treasurer or
14 as may be assigned by the President/Executive Board or ordered by this constitution.

15
16 **Section 7. Communications Officer:** The Communications Officer shall:

17
18 (a) Edit and distribute a newsletter or similar publication as may be authorized
19 by the Executive Board and the Chapter membership.

20
21 (b) Write articles of interest pertaining to Chapter affairs for local newspapers
22 and official publications of the Association.

23
24 (c) Serve as a member of the Membership Committee, and promote and
25 participate in membership recruitment activity to build the union.

26
27 (d) Perform such other duties as normally pertain to the Communications
28 Officer or as may be assigned by the President/Executive Board or ordered by this
29 constitution.

30
31 **Section 8. Chief Union Steward:** The Chief Union Steward shall:

32
33 (a) Attend training sessions for Chief Union Stewards provided by the
34 Association and/or other appropriate training as directed by the President.

35
36 (b) Ensure that the Union Steward program of the Chapter functions
37 according to the requirements set forth in this constitution; ensure that all grievances
38 are handled properly in their investigation and filing, and consistent in their resolution.

39
40 (c) Maintain the necessary records on matters of contract enforcement to
41 permit the Chapter to effectively represent bargaining unit employees.

42
43 (d) Process all grievances not settled at the immediate-supervisory level,
44 unless CSEA staff assistance is required. If staff assistance is required, the President
45 shall be notified.

46
47 (e) Keep the Executive Board informed on all grievance activity.

1 (f) Review all grievances being considered for arbitration and recommend to
2 the Executive Board whether each particular case should be arbitrated.

3
4 (g) Serve as a member of the Membership Committee, and promote and
5 participate in membership recruitment activity to build the union.

6
7 (h) Serve as chairperson of the Grievance Committee.

8
9 **Section 9. Site Representative Coordinator.** The Site Representative
10 Coordinator shall:

11
12 (a) Be responsible for working with the Association, Regional, and Local
13 members and staff to organize, implement, and coordinate a system of Site
14 Representatives who will assist with CSEA's communication network.

15
16 (b) Ensure that each Site Representative is trained and knows who to contact
17 when problems occur (i.e., union steward, grievance chair, executive board, or labor
18 relations representative).

19
20 (c) Conduct monthly meetings with site representatives or otherwise
21 coordinate activities with chapter site representatives.

22
23 (d) Compile and submit to the Chapter Executive Board regular reports
24 regarding site representative activities.

25
26 (e) Meet and report to the Chapter Executive Board any areas of concern as
27 reported to them by site representatives.

28
29 (f) Work with Communication Officer and chapter leadership for distribution of
30 CSEA newsletters, flyers, and other CSEA materials.

31
32 (g) Serve as a member of the Membership Committee, and promote and
33 participate in membership recruitment activity to build the union.

34
35 (h) Encourage Site Representatives to maintain and update bulletin boards.

36
37 **Section 10. Junior Past President:** The immediate Past President shall be a
38 member of the Executive Board and perform such duties as may be assigned by the
39 President and/or the Executive Board, and shall, in the absence or disability of both the
40 President and the Vice President, possess all the powers and perform all of the duties
41 of President.

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ARTICLE VI Meetings

Section 1. Regular business meetings of this Chapter shall be held during the months of September through June, inclusive. The schedule of such meetings shall be established in January of each year for the succeeding twelve (12) month period and shall be provided to the membership.

Section 2. Special meetings of the Chapter may be called by the Chapter President as deemed necessary, or shall be called by a vote of two-thirds (2/3) of the Executive Board or upon petition to the President of twenty percent (20%) of the Chapter membership.

Section 3. Meeting Notices:

(a) **Regular Meetings.** Unless otherwise specified herein, a meeting notice shall precede all Chapter meetings at least five (5) days in advance to allow members a reasonable opportunity to attend. Said notice shall include a summary of the business to be acted upon, and the time, date and place of the meeting.

(b) **Special Meetings.** Notice for special meetings shall include the specific topic(s) for discussion/action at said meeting, and unless otherwise required herein, a notice of less than five (5) days, but not less than twenty-four (24) hours in advance, may be given in an emergency situation.

Section 4. Electronic Meeting. Meetings of the Chapter may be conducted through use of Internet meeting services designated by the President that support voting, support visible displays identifying those participating, identifying those seeking recognition to speak, showing (or permitting the retrieval of) the text of pending motions, and showing the results of votes.

Meetings of the Chapter may be held electronically when the Chapter President has obtained consent from two-thirds (2/3) of the Executive Board; or, in the case of Special Meetings, when so directed by those calling the special meeting. Meetings held electronically shall be subject to the following rules:

(a) **Meeting notices.** Appropriate login information necessary to connect to the meeting and information on how to participate in the meeting shall be included in the meeting notice including phone login information to participate aurally by telephone. Members joining by phone should announce themselves at the direction of the chair at the first opportunity.

(b) **Voting.** Votes shall be taken by the voting feature of the Internet meeting service, unless a different method such as a roll call or raised hand vote is approved by the members. Members participating by phone only shall vote by roll call at the direction of the chair. Internet meeting service shall not be used for secret ballot votes.

1 (c) **Obtaining the floor or interrupting a member.** A member has the floor
2 and may unmute once recognized by the chair. A member may only interrupt a speaker
3 for a specific motion or request which under the rules permits a member to do so. A
4 member who intends to make such a motion or request shall so indicate to the chair and
5 then shall wait a reasonable time for the chair's instructions before attempting to
6 interrupt the speaker by voice.
7

8 (d) **Member participation and forced disconnections.** All chapter members
9 in attendance have the right to participate in the meeting including making motions and
10 speaking in debate. However, the chair may cause or direct the muting or disconnection
11 of a member's connection if it is causing interference with the meeting (such as
12 interrupting other members when not permitted by the rules or when not recognized by
13 the chair or if there is repeated, disruptive background noise). The chair's decision to do
14 so must be announced to all participants prior to any action taken and is subject only to
15 an undebatable appeal that can be made by any member present. To be in order, the
16 appeal must be made immediately, before business moves onto the next subject. If
17 appealed, a majority vote of members present is required to overturn the decision of the
18 chair.
19

20 (e) **Technical requirements.** Each member is responsible for their own audio
21 and Internet connections. No action shall be invalidated on the grounds that the loss of,
22 or poor quality of, a member's individual connection prevented participation in the
23 meeting.
24

25 **Section 5.** Unless otherwise ordered by two-thirds (2/3) vote of the members
26 present, the order of business at regular Chapter meetings shall be:
27

- 28 (1) Pledge of Allegiance to the Flag
- 29 (2) Approval of Minutes of the Previous Meeting
- 30 (3) Communications
- 31 (4) Treasurer's Report
- 32 (5) Recognition of New Members
- 33 (6) Report of the Negotiating Committee
- 34 (7) Committee Reports
- 35 (8) Unfinished Business
- 36 (9) New Business
- 37 (10) Good of the Order
- 38 (11) Adjournment
39

40 **Section 6. Quorum for Meetings:** It shall require at least four (4) members in
41 good standing in attendance at any Chapter meeting for business to be conducted.
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ARTICLE VII
Control of Funds/Budget

Section 1. All funds received shall be deposited in the name of Santa Barbara City College Chapter No. 289, CSEA, in such bank or other financial institution as approved by the Executive Board. The use of chapter debit cards is strictly prohibited. No funds shall be disbursed except by check, duly authorized and signed by the Treasurer and the President. In the event of absence of, inability to act by, or vacancy in the office of Treasurer, funds shall only be disbursed upon signature of the President and the Secretary.

Section 2. The Executive Board shall prepare an annual budget for approval of the Chapter membership no later than January of each year, which shall contain itemized estimated receipts and expenditures, and amounts to be set aside as a reserve fund, if any. The approved budget shall then regulate the expenditures of the Chapter. Expenditures in excess of those approved in the budget must have prior approval of the Chapter membership, except that expenditures under \$100 may be approved by the Executive Board and reported to the Chapter membership at the next Chapter Meeting.

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ARTICLE VIII
Committees

Section 1. Standing Committees: The following shall be the standing committees of the Chapter: Auditing, Elections, Grievance, Hospitality, Membership, Negotiating, Nominating, Personnel Benefits, Political Action, Scholarship. Unless otherwise specified herein, the President shall, as soon as possible after January 1 of each year, appoint the chairpersons and members of the standing committees, which appointment shall be subject to the ratification of the Executive Board. The President shall determine the number of members to be appointed to each, except as otherwise provided herein.

Section 2. Ad Hoc Committees: Such other committees as the President or the Chapter membership may deem necessary to perform a specified task for the welfare of the Chapter may be appointed. The President shall determine the composition of such committees and the timelines for completion of their assigned duties. Such ad hoc committees shall cease to function upon completion of their specified task.

Section 3. The Vice President shall act as coordinator of all appointed committees, and shall be Chairperson of the Membership Committee. The Chief Union Steward shall be Chairperson of the Grievance Committee.

Section 4. The President shall be an ex-officio member of all committees, except the Auditing, Elections and Nominating Committees.

Section 5. Quorum: A majority of the members of any committee must be present at any meeting to constitute a quorum.

1 **Section 6. Terms:** Unless otherwise provided herein, the term of office for all
2 committees shall be from January 1 until the end of the Chapter and fiscal year or until
3 their successors are appointed, provided that any committee member shall
4 automatically forfeit the office if they cease to be an Active member in good standing.
5

6 **Section 7. Auditing Committee:** It shall be the duty of this committee to
7 receive and audit the books and records of the Treasurer immediately after the close of
8 each fiscal year, and at such other times as may be directed by the President, and
9 report its findings to the Chapter membership.
10

11 **Section 8. Elections Committee:** It shall be the duty of this committee to
12 supervise and assist in the preparation, distribution, and counting of the ballots in all
13 elections (including contract ratifications) within the Chapter, and certify the results to
14 the Chapter President. In addition, the committee shall ensure that election procedures
15 are in accordance with applicable provisions of the Association's Constitution & Bylaws
16 and Policy, and this constitution.
17

18 **Section 9. Grievance Committee:**

19
20 (a) It shall be the duty of the Grievance Committee to supervise and assist the
21 operation of the Chapter's Union Steward program. The committee shall ensure that all
22 grievances are handled properly in their investigation and filing and consistent in their
23 resolution.
24

25 (b) The committee shall be empowered to review proposed settlements of
26 grievances undertaken by individual members of the bargaining unit (i.e., without
27 representation of a Union Steward or CSEA staff) to ensure they are resolved
28 consistent with provisions of the collective bargaining agreement.
29

30 (c) The committee shall review all grievances going beyond the immediate
31 supervisory level to determine whether CSEA staff assistance should be obtained. If
32 staff assistance is required, the President shall be so notified.
33

34 (d) The committee shall review all grievances being considered for arbitration
35 and recommend to the Executive Board whether each particular case should be
36 arbitrated.
37

38 **Section 10. Hospitality Committee:** It shall be the duty of this committee to
39 send cards, flowers, etc., to members of the bargaining unit when it is deemed
40 appropriate. It is also the duty of this committee to organize any social functions the
41 chapter members may authorize.
42

43 **Section 9. Membership Committee:** It shall be the duty of this committee to
44 strive for 100% CSEA membership within the chapter, to develop and execute a
45 program designed to secure new members especially at new employee orientations,
46 and stimulate membership attendance at Chapter meetings on an ongoing basis. All
47 members of the Executive Board shall serve as members of this committee in addition
48 to any other members appointed.
49

1 **Section 12. Negotiating Committee (Team):**
2

3 (a) The Negotiating Committee shall consist of the Chapter President as
4 designated by the President and three (3) other members.

5
6 (b) The committee members shall be appointed by the President from among
7 the members in good standing employed in each of the classifications designated
8 above.

9
10 (c) Term of office for the appointed members shall commence upon their
11 appointment and continue for one (1) year or until their successors are appointed.

12
13 (d) Vacancies shall be filled by appointment by the President for the
14 remainder of the original term only.

15
16 (e) **Duties:** It shall be the duty of the Negotiating Committee to:

17
18 (1) Negotiate the contract (including reopeners and modifications) for
19 and on behalf of the Chapter with assistance from Association staff.

20
21 (2) Present to the Board of Trustees any and all contract proposals
22 approved by the general membership for negotiations.

23
24 (3) Represent the general membership in the bargaining process with
25 the Board's Representatives on all matters relating to wages, hours and all other terms
26 and conditions of employment.

27
28 (4) Receive, review and prepare for the approval of the chapter
29 membership all recommendations relating to salary schedules and fringe benefits which
30 affect the membership of the chapter.

31
32 (5) Upon approval of the salary and fringe benefit recommendations by
33 the membership, it shall represent the chapter to administration and the Board of
34 Trustees.

35
36 (6) Ensure that all bargained agreements are submitted for ratification
37 of the bargaining unit(s) in accordance with Article XII of this constitution.

38
39 **Section 13. Nominating Committee:** It shall be the duty of this committee to
40 investigate the qualifications of members for the elective Executive Board. Nominations
41 shall be reported to the Chapter membership as required by Article IV of this
42 constitution.
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1 **Section 14. Political Action Committee:** It shall be the duty of this committee
2 to:

3
4 (a) Develop and implement a Chapter alert system designed for emergency
5 contact of the membership when immediate Chapter action is necessary on contract
6 matters, legislative and political issues, and other items of importance to the Association
7 and Chapter.

8
9 (b) Keep the members informed about the legislative program of the
10 Association, and may recommend to the Chapter membership legislative proposals it
11 deems desirable for submission to the Association's Legislative Committee for
12 consideration and inclusion in the Association's legislative program.

13
14 (c) Work cooperatively with the Political Action Coordinator (PAC),
15 appropriate staff and PACE and Legislative Committee area representatives in
16 furtherance of the Association's legislative and political goals, rendering regular reports
17 at Chapter meetings regarding the same and recommending any Chapter support or
18 activity it considers appropriate.

19
20 (d) Encourage all members to financially support PACE of CSEA and the
21 Victory Club, and educate the membership regarding the necessity for active
22 participation in the political process in accordance with Association and Chapter goals.

23
24 (e) Make recommendations to the Chapter membership regarding
25 endorsement of candidates for school board, in accordance with the following
26 procedures:

27
28 (1) The committee shall conduct a pre-screening of candidates to be
29 recommended for endorsement, through direct interviews or questionnaires sent to the
30 candidates. Following the pre-screening process, the committee shall present its
31 recommendations for endorsement at a designated Chapter meeting for action by the
32 Chapter membership. A majority vote shall be required for endorsement.

33
34 (2) Whenever possible, the committee shall arrange for a candidates'
35 forum to provide Chapter members an opportunity to hear and question the candidates
36 on relevant issues prior to hearing the committee's recommendation and the
37 endorsement vote being taken.

38
39 (f) The committee shall determine the amount of financial support, if any, to
40 be requested from PACE of CSEA, and shall submit said request to PACE of CSEA on
41 such forms as may be required.

42
43 (g) The committee shall solicit volunteer activity by the Chapter membership
44 on behalf of endorsed candidates, and shall be responsible for coordinating and
45 directing such member activities.

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1 **Section 15. Personnel Benefits:** It shall be the duty of this Committee to
2 review all insurance programs that may be available to the chapter membership and to
3 acquaint the membership with those programs. The Committee shall act as intermediary
4 for any member between administration, insurance carriers, and other concerned
5 persons or groups, for any member so requesting and involving a program of group
6 insurance available to the membership.
7

8 **Section 16. Scholarship Committee:** It shall be the duty of the committee to
9 seek qualified applicants and select qualified recipients for chapter sponsored
10 scholarships.
11

12
13 **ARTICLE IX**
14 **Union Stewards**
15

16 **Section 1. Appointment:** The Chapter President shall appoint Union
17 Stewards, subject to the ratification of the Executive Board, to serve each job
18 classification. The Executive Board shall determine the number of Stewards to be
19 appointed for each area of representation.
20

21 **Section 2. Term of Office:** Term of office for the Union Steward(s) shall be
22 from the date of appointment to the end of the Chapter fiscal year, or until the successor
23 is appointed, provided that any Union Steward(s) shall automatically forfeit such office if
24 they cease to be an Active member in good standing. A vacancy shall be filled for the
25 remainder of the original term only by the requirements in Section 1 above.
26

27 **Section 3. Duties.** The Union Stewards shall:
28

29 (a) Attend annual training sessions for Union Stewards provided by the
30 Association and/or other appropriate training as directed by the President.
31

32 (b) Attend periodic Site Representative/site council meetings as directed by
33 the Chief Union Steward.
34

35 (c) Educate bargaining unit employees about their rights under the contract
36 and determine how problems arising under the contract can best be handled.
37

38 (d) Act as the basic channel of communication between the employees and
39 the Chapter and relay specific member concerns to the Chapter's Negotiating
40 Committee for incorporation into the bargaining proposals.
41

42 (e) Investigate and prepare grievances for processing and handle grievances
43 at the immediate-supervisory level, and be present as required during other steps of the
44 grievance procedure.
45

46 (f) Immediately inform the Chief Union Steward of all grievances received;
47 immediately report to the Chief Union Steward the settlement of grievances processed
48 or the failure to settle within contractual timelines.
49

1 (g) Preserve the confidentiality of personal grievances, resolve differences
2 among the membership in grievance handling; maintain a file on all grievances handled
3 which shall be turned over to the Chief Union Steward upon completion.
4

5 **Section 4.** The authority of the Union Steward to settle grievances shall be
6 determined by rule of the Executive Board or the Chapter, consistent with applicable
7 provisions of the collective bargaining agreement.
8
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10 **ARTICLE X**
11 **Site Representatives**
12

13 **Section 1.** Site Representatives to serve each worksite shall be appointed by
14 the President and ratified by the Executive Board.
15

16 **Section 2. Term of Office:** Term of office for the Site Representative(s) shall
17 be from the date of appointment to the end of the Chapter fiscal year, or until their
18 successor is appointed, provided that any Site Representative(s) shall automatically
19 forfeit such office if they cease to be an Active member in good standing. A vacancy
20 shall be filled for the remainder of the original term only by the requirements in Section 1
21 above.
22

23 **Section 3. Duties:** The Site Representatives shall:
24

25 (a) Recruit employees into CSEA membership and educate employees about
26 CSEA.
27

28 (b) Distribute Chapter newsletter, bulletins, and other CSEA information at the
29 worksite; keep CSEA bulletin boards up-to-date and clear of non-CSEA material.
30

31 (c) Conduct periodic site-level meetings to keep the members informed of
32 actions taken at Chapter meetings, to explain CSEA benefit plans and services, and to
33 keep members informed of Association and/or Chapter activity regarding grievances,
34 PERB decisions, contract negotiations, legislative and political activity, and other
35 matters of importance.
36

37 (d) Relay member concerns to the appropriate Union Steward or other
38 Chapter officer.
39

40 (e) Attend Chapter meetings; attend training workshops and other seminars
41 as directed and approved by the Chapter President.
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2 **ARTICLE XI**
3 **Recall or Removal from Office**

4 **Section 1. Recall of Elected Offices**

5
6 (a) Any member of the Executive Board, and conference delegates and
7 alternates, may be recalled from office upon a two-thirds (2/3) secret ballot vote of
8 Active members of the Chapter in good standing present and voting at a meeting called
9 for the purpose of a recall action.

10
11 (b) Recall may be initiated by a petition of two-thirds (2/3) of the Executive
12 Board or thirty percent (30%) of the members in good standing eligible to vote on the
13 individual being recalled. The petition shall state the specific reasons in support of the
14 recall, and the petition shall be presented to the Executive Board and to the individual.

15
16 (c) Upon receipt of the petition, the Executive Board shall arrange for a
17 special meeting to be held not less than fifteen (15) days nor more than thirty (30) days
18 following its receipt, at which the charged person shall be afforded opportunity to rebut
19 the charges, including presentation and cross-examination of witnesses as may be
20 appropriate, and the secret ballot vote shall be conducted. Attendance at said meeting
21 shall be restricted to members of the Executive Board and members of the Chapter in
22 good standing who are eligible to vote on the particular recall action, authorized
23 representatives of the Association, and such witnesses as may be pertinent to the
24 action. Notice specifying time, date, and place and the specific nature/purpose of the
25 meeting shall be issued to those eligible for attendance at least ten (10) days in
26 advance.

27
28 **Section 2. Removal of Appointed Offices**

29
30 (a) Any appointee of the President/Executive Board may be removed from
31 office by a two-thirds (2/3) vote of the Executive Board, a quorum being present,
32 provided such person shall be provided at least five (5) days advance notice of the
33 reasons for removal and the time, date and place where the Board will meet to vote on
34 the matter. At said meeting the member shall be afforded an opportunity to provide
35 rebuttal argument prior to the vote being taken.

36
37 (b) Any appointed committee chairperson or member failing to attend three
38 (3) consecutive committee meetings, unless excused for cause, shall be automatically
39 removed from the committee.

40
41 **Section 3. Resignation from Office**

42
43 (a) A resignation by an elected officer is not effective until acknowledged by
44 the Active members in good standing present at a Chapter meeting.

45
46 (b) A resignation by any appointee of the President/Executive Board is not
47 effective until acknowledged by the President/Executive Board.

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ARTICLE XII

Delegates to Conference

Section 1. Delegates: Voting delegates to an annual conference of the Association (and their alternates) shall be designated from among the Active members in good standing as follows:

(a) The Chapter President.

(b) Additional delegates in such number as may be authorized by the Chapter for attendance, but not to exceed the total number authorized by the Bylaws of the Association, shall be elected as provided in Section 2 below.

Section 2. Election:

(a) Nominations for the authorized delegate positions, other than the President, shall be taken at the regular Chapter meeting in March and election shall be by secret ballot at the regular Chapter meeting in April. Alternates in sufficient numbers for each of the authorized delegates, including the Chapter President, shall be elected in the same manner.

(b) Notification of nominations and election and all other procedural matters relating to delegate and alternate election shall conform to Association Policy 618 and shall be conducted under the supervision of the Elections Committee.

(c) In the event a delegate cannot attend, the Executive Board shall determine which alternate shall replace the authorized delegate.

Section 3. Responsibilities: Delegates shall attend all conference business and other sessions of importance to the Chapter. In addition, the delegates shall:

(a) Attend at least one (1) orientation meeting at the regional or area level of the Association concerning the resolutions to the upcoming conference, as directed by the President/Executive Board.

(b) Provide written and oral reports on conference activities to the Chapter membership at the first Chapter meeting following the conference.

(c) Submit a detailed report of expenditures to the Chapter Treasurer within three (3) weeks following the conference, and if an expense advance has been provided by the Chapter, reimburse the Chapter treasury for advance funds not utilized for authorized purposes.

ARTICLE XIII
Contract Ratification

Section 1. Contract ratification procedures will comply with the provisions of Association Policy 610.

Section 2. Initial Proposals:

(a) The initial bargaining proposal will be determined by a vote of the membership.

(b) Copies of the Chapter's initial proposal and the employer's initial proposal shall be submitted to the Field Director and Labor Relations Representative for review.

Section 3. Negotiated Agreement:

(a) When the Negotiating Committee has negotiated a contract, tentative agreement, or modifications to an existing contract, it shall immediately submit one (1) copy to the CSEA Labor Relations Representative assigned to service the Chapter, for review by the Association prior to membership ratification.

(1) All contract modifications shall be submitted to the Labor Relations Representative for review by the Association. However, membership ratification shall not be required for those items listed as exceptions to the definition of "modifications" within the provisions of Association Policy 610, unless they are included as part of contract re-opener negotiations.

Section 4. Ratification Procedures:

(a) A copy of the tentative agreement or a summary of the tentative agreement shall be provided each CSEA member of the bargaining unit(s) prior to the "contract information" meeting. The Negotiating Committee shall include a statement recommending ratification of the agreement. If a summary only is provided, copies of the tentative agreement containing the exact language of the proposal shall be provided for review at the meeting.

(b) The Chapter President shall set the date, time and place for one (1) or more "contract information" meetings, which shall be open to attendance by all employees within the bargaining unit(s), whether or not they are CSEA members.

(c) Notice of the "contract information" meeting(s) shall be issued to all bargaining unit employees no later than five (5) working days in advance of the scheduled date. Distribution of said meeting notice(s) shall be at the discretion of the Chapter President, utilizing any of the following methods, which it determines to be most efficient:

- (1) To individual bargaining unit employees utilizing the U.S. mail or the employer's mail system;
- (2) Distribution by Site Representatives or others;
- (3) Posting in prominent locations at each worksite.

1 **Exception to the above:** The Association's Executive Director, or designee,
2 may approve a notice period of less than five (5) working days upon request of the
3 Chapter President, if it is deemed an expedited ratification is advisable.
4

5 (d) **Conduct of Informational Meeting(s):**
6

7 (1) The Negotiating Committee shall review the provisions of the
8 tentative agreement and indicate its recommendations for ratification.
9

10 (2) If the Association recommends rejection of the tentative agreement,
11 an Association representative shall be in attendance at the meeting and shall be
12 provided ample opportunity to outline the recommendation for rejection and the reasons
13 therefore.
14

15 (3) Adequate opportunity for discussion, debate, and answering of
16 questions shall be provided. Non-CSEA members of the bargaining unit(s) in
17 attendance shall be granted the right to participate in the discussion and debate. They
18 shall not, however, have the right to make motions or vote.
19

20 (e) **Ratification Vote:**
21

22 (1) The ratification vote shall be by online balloting following the
23 informational meeting(s). The Chapter Elections Committee shall oversee the ratification
24 process and conduct the vote tally. All procedural matters relating to the online balloting
25 process and tally shall be conducted in accordance with Association Policy 610.
26

27 (2) The Elections Committee shall request an online ballot from the
28 CSEA Executive Department. Upon verification that the online ballot is available, the
29 Elections Committee shall prepare a ballot notice. Each notice shall include the
30 appropriate information needed to cast an online ballot, such as the dates of balloting,
31 instructions on how to access the online ballot via the internet, the member's
32 identification and password code.
33

34 (3) The Chapter President shall set the dates for online balloting, which
35 shall begin no sooner than the day after the final informational meeting. The online
36 balloting shall be available on the same day the ballot notice is distributed and shall
37 remain open until the date set to close.
38

39 (4) The ballot notice shall be sent at least five (5) working days in
40 advance of the date set for online balloting to close. Notice must be mailed via U.S. First
41 Class mail to each CSEA member in good standing employed in the bargaining unit(s)
42 at the last known home address, except that notice may be e-mailed to such members
43 who have an e-mail address on file with the Chapter.
44

45 (5) It shall require a majority of the votes cast to ratify. The results of
46 the balloting shall be provided to the membership no later than five (5) days following
47 the vote tally and shall be announced at the next Chapter meeting.
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1 **Section 5. Executed Agreement:** Every collective bargaining agreement
2 shall be executed by both the Association and appropriate representatives of this
3 Chapter. No contract shall be valid which has not been ratified by the Chapter
4 membership.

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7 **ARTICLE XIV**
8 **Concerted Activities**

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10 **Section 1.** No concerted withholding of service shall be instituted by this
11 Chapter unless such concerted action has been approved at a regular or special
12 membership meeting, advance notice having been given, by secret ballot vote of not
13 less than sixty-five percent (65%) of the Active members in good standing present and
14 voting; and approval for such concerted activity has been granted by the Association's
15 Board of Directors.

16
17 **Section 2.** If the dispute relates to contract negotiations, no concerted
18 withholding of service shall be instituted unless the last offer of the employer has been
19 submitted to the Chapter membership in accordance with Article XII of this constitution
20 and has been rejected, and the requirements of Section 1 above shall have been met.

21
22 **ARTICLE XV**
23 **Amendments to Constitution**

24
25
26 **Section 1.** This Constitution shall at all times conform to all provisions of the
27 Association Constitution & Bylaws and Policy, and where any conflict should occur, the
28 Association Constitution & Bylaws and/or Policy shall prevail.

29
30 **Section 2.** Any member in good standing of the Chapter (or the Executive
31 Board) may submit a written proposal to amend this constitution (containing the exact
32 text of the proposed change) at any Chapter meeting, which shall constitute a first
33 reading. The Chapter President shall then cause the proposed amendment(s) to be
34 placed on the agenda of the next regular or a special Chapter meeting where the matter
35 will be read a second time and acted upon, and shall cause written notification of the
36 proposed amendment(s) and the date, time, and place of the designated Chapter
37 meeting to be issued to all members in good standing at least ten (10) days in advance
38 of said meeting. Said notification shall include at least a written summary of the
39 proposed changes. The exact text of the proposed changes shall be made available for
40 review by members upon request prior to the second reading if not provided with said
41 notification, and shall be distributed to all members in attendance at the second reading.

42
43 **Section 3.** Approval by two-thirds (2/3) of the Active members in good
44 standing present and voting at the second reading shall be required to adopt the
45 amendment(s). If the amendment relates to a revision of Chapter dues, the vote shall
46 be conducted by secret ballot.

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1 **Section 4.** All amendments shall be submitted to the Association's Executive
2 Director immediately following their adoption by the Chapter. **No amendment shall**
3 **become operative until approved by the Executive Director, or designee, or action**
4 **of the Association's Board of Directors in accordance with Article III, Section 8 of**
5 **the Association's Constitution.**

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8 **ARTICLE XVI**
9 **Disbandment of Chapter**

10
11 **Section 1.** Should the Chapter disband for any reason, all financial accounts
12 shall be transferred to the control of the Association, and a final audit of the financial
13 books and records of the Chapter shall be made in conjunction with the Association's
14 Financial Analyst/Auditor. Upon conclusion and certification of such audit, final
15 distribution of funds shall be as follows:

- 16
- 17 (a) All outstanding obligations of the Chapter shall be promptly paid.
- 18
- 19 (b) All funds due and owing the Association shall be promptly remitted to the
- 20 Association's general fund.
- 21
- 22 (c) Funds then remaining shall then be distributed for purposes as
- 23 appropriate and authorized in accordance with provisions contained in Association
- 24 Policy 612.

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27 **ARTICLE XVII**
28 **Parliamentary Authority**

29
30 The rules contained in the current edition of *Robert's Rules of Order, Newly*
31 *Revised* shall govern the Chapter in all cases in which they are not inconsistent with this
32 constitution, the Constitution & Bylaws or Policy of the Association, and any special
33 rules the Chapter may adopt.

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36 **ARTICLE XVIII**
37 **Fiscal Year**

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40 The fiscal year of this Chapter shall extend from January 1 through December
41 31, inclusive.

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